



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## HEALTH PLANNER

Job Number: 20001545

Job Code: 80520V150916

Job Group: 8000 - RESEARCH AND ANALYSIS

Job Established: 10/16/1986

Job Revised: 08/16/2015

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Coordinates specific health planning projects or performs complex research, analysis and planning work in the development and implementation of health plans or in the review of proposals for changes in the health delivery system under the provisions of KRS Chapter 216 B; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have four years of research or planning in public or business administration, social work, psychology, education, health or a related field.

#### **Substitute EDUCATION for EXPERIENCE:**

Graduate work in planning, public health, community organization, social work, public administration, business administration or related field will substitute for the required experience on a year-for-year basis up to a maximum of two years.

#### **Substitute EXPERIENCE for EDUCATION:**

Experience in research or planning in the above fields will substitute for the required college on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Reviews, analyzes and synthesizes surveys to depict health needs and resources for the entire state. Organizes, directs and implements special studies to determine health needs and resources. Defines objectives and policies for health programs and develops quantitative measures of program effectiveness. Identifies and analyzes major health policy issues. Reviews applications for highly technical changes in the health delivery system and writes analytical summaries. Reviews summaries of applications prepared by subordinates to suggest clarification or corrections. Attends public hearings on certificate of need applications and drafts hearing reports, including findings of fact and conclusions. Will work under constant deadlines in preparation for public hearings. Participates in the development of core data sets necessary for health planning, program development, policy interpretation or application review. Coordinates program plans with local, state and federal agencies as required. Coordinates the development and maintenance of local health planning councils. Routinely meets with doctors, lawyers, health care consultants, local governmental authorities, volunteer organizations and other state health planners on health issues. Provides technical assistance to task forces and citizen groups involved in the preparation of the State Health Plan and in other health planning and implementation activities.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*